SCHOOL RESOURCE ALLOCATION JOB AID

This report displays school resource allocation information for Specially Funded Programs and Regular Programs.

Log on to BTS

	Business Tools for Schools
UNIFIED SC.400 UNIFIED SC.400 UNIFIE	User * Password * Password * * Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@tausd.kt12.ca.us, mary.smith@tausd.net) Do not add domain name (@lausd.kt12.ca.us @lausd.net) Account Problems? Get Support Log On
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Accessing the Report:

- 1. Click on the Financials/Budget tab,
- 2. Click on SAP Budget Schools Front End



School Budget Planning and Maintenance

School Budget Planning and Maintenance								
Fund Center		WIFIED SCHOOL						
SACS Fund								
LAUSD Program		Sol.						
List All Authorized	ear Selection Criteria	ion Criteria						
Task	Fiscal Year Locks							
Budget Planning ENO Fina	ent Maintenance 2020 Locked							
3 Reports Justification Administration	Message	4						
Budget Report	Archive Report	School Resource Allocation						
Signature Form	Signature Form							
Signature Form With Print Range	Staffing and Resources							
Progress Report	School Budget Summary							
Position With Incumbent Report	Estimated Rates By Budget Item	Cost Limits						
Other Budget Reports	Employee Assignment Cost	Furlough Savings Report						
RPA Form	Functional Area Derivation							

- 3. Click on the *Reports* tab.
- 4. Click on *School Resource Allocation*.
- 5. Enter *Fiscal Year*.
- 6. Enter *Fund Center.*
 - a. Leaving this field blank will run the report for all schools you have access to.
 - **b.** Clicking on 🖻 will allow you to enter multiple Fund Centers.
- 7. Select either Regular Programs or Specially Funded
- 8. Select either *Print the Form* or *Email the Form*. If *Email the Form* is selected, you will also need to enter an email address in the "Send to" box.
- 9. Click on *Execute*.

School Resource Allocation

B (9)			
Selection Criteria Fiscal Year	2020 5		
Fund Center	1234501 6	to	\$
Division (Local District)		to	\$
LAUSD Program		to	\$
Allocation Number			
Regular Programs			
Specially Funded 7			
Options			
Print the Form			
O Email the Form			
Send To		\$	

10. The print menu displays. If the Output device is blank, type **LOCL** and press **Enter**. OutputDevice will display *My win local printer*.

OutputDevice	My win local printer		
rontend Printer	HP Color LaserJet M651 P	CL 6 (609)	•
age selection			
Spool Request			
Name	SMART LOCL RF706_1		
Title			
Authorization			
Spool Control		Number of Copies	
Print Now		Number	1
Delete After Ou	tput	Group (1-1-1,2-	-2-2,3-3-3,)
New Spool Requ	iest		
Close Spool Req	uest	Cover Page Settin	gs
Spool Retention	8 Day(s)	SAP cover page	Do Not Print 👻
	Print only	 Recipient 	
Storage Mode			

- 11. Click on the dropdown icon on the Frontend Printer
- 12. Select Doro WinGUI PDF Writer
- 13. Click on **Print**. **Note:** Selecting Print Preview will display the report/form and allow you to only print (not save).

SAP							
🕸 🔁 🖬 🖬 🚺]						
🖙 Print:							
OutputDevice	My win local printer		(11)				
Frontend Printer	Doro WinGUI PDF Writer						
Page selection 12	Doro WinGUI PDF Writer HP Color LaserJet 4700 (from BI HP Color LaserJet M651 PCL 6 (f	0-4439C439	-				
Spool Request	HP Deskjet 490 (from BD-44390	4390178) in					
Name	HP LaserJet P4515 UPD PCL 6 (from BD-443					
Title	Send To OneNote 2010 (from E	(from BD-4 3D-4439C43901					
Authorization	Send To OneNote 2016 (from E	3D-4439C43901	44				
	Snagit 11 (from BD-4439C4390)	178) in sess					
Spool Control	TOSHIBA 359 (from BD-4439C439	390178) in se					
✓ Print Now	TOSHIBA 756 (80)						
Delete After Out	TOSHIBA e-STUDIO656-075542 HP Color LaserJet M651 PCL 6 (f	from BD-4439C4390178	÷.)				
New Spool Reque	est	L					
Close Spool Requ	lest	Cover Page Settings					
Spool Retention	8 Day(s)	SAP cover page D	o Not Print 👻				
Storage Mode	Print only 👻	Recipient					
		Department					
			13				
		(D)	Print preview Print				

14. Click **Create**. Report will open and be saved to the default location.



15. Result will display a PDF document that can be printed and/or saved.

School Resource Allocation - 2020 Regular Programs

Fund Center 1234501-ABC ELEMENTARY PI Status Local District 3B Feeder No													
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10423	TSP-ARTS at the Core-School		1						\$2,345	100.00 %	\$2,345		\$2,345
					Budget Item	Description		Commit Item	Adj Alloc	Total Alloc	Reserves		Net Allocation
					40268	IMA-ARTS		430010	\$2,345	\$2,345	\$0		\$2,345
10423	TSP-ARTS at the Core-School	Total Net Allocation											\$1,651
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10529	TSP-Nurse/HS Couns School	Districtwide Target Sch Resc	1						\$88,754	100.00 %	\$88,754		\$88,754
					Budget Item	Description		Commit Item	Adj Alloc	Total Alloc	Reserves		Net Allocation
									\$88,754	\$88,754	\$0		\$88,754
10529	TSP-Nurse/HS Couns School	Total Net Allocation											\$88.754

School Resource Allocation - 2019 Regular Programs

Fund Center PI Status													
Local	District 3A										Feede	er No	
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Cale ADA	Derived Alloc	Percent	Cale Amount	Adjustment	Allocation
10183	Targeted Student Population	Unduplicated Count	1		\$150.0000		362		\$52,800		\$52,800		\$62,800
1		High Needs Students over 55%		1	\$400.0000		149		\$59,600		\$59,600		\$59,600
1													
1									\$112,400	100.00 %	\$112,400		\$112,400
1					Budget Item	Description		Commit Item	Adj Alloc	Total Alloc	Reserves		Net Allocation
1					40261	PENDING DIS	TRIBUTION	430009	\$112,400	\$112,400	\$4,496		\$107,904
1					40239	POTENTIAL FN	DING VAR	430098			\$4,496		
10183	Targeted Student Population	Total Net Allocation											\$107,904
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calo ADA	Derived Alloc	Percent	Calo Amount	Adjustment	Allocation
10405	TSP-Parental Engagement	Duplicated Count	1		\$5.1800		780		\$4,041	100.00 %	\$4,041		\$4,041
1					Budget Item	Description		Commit Item	Adj Alloo	Total Alloc	Reserves		Net Allocation
1					40261	PENDING DIS	TRIBUTION	430009	\$4,041	\$4,041	\$0		\$4,041
10405	TSP-Parental Engagement	Total Net Allocation											\$4,041
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Cale Amount	Adjustment	Allocation
10423	TSP-ARTS at the Core-School		1						\$959	100.00 %	\$959		\$95.9
1					Budget Item	Description		Commit Item	Adj Alloc	Total Alloc	Reserves		Net Allocation
1					40268	IMA-ARTS		430010	\$959	\$959	\$0		\$959
1													
10423	TSP-ARTS at the Core-School	Total Net Allocation											\$959

<u>Report Guide</u>

Report Field Descriptions

- Program Program Number
- **Program Description** Description of Program
- Allocation Basis The basis of the allocation (i.e. student population type)
- Allocation The # of allocation (sometimes there is more than one allocation in a programduring the year)
- **Rate** Dollar rate for allocation
- **Participants** The # of students qualifying for allocation
- Derived Allocation Rate x Participants
- Percent The % of allocation (sometimes only partial allocation given at budget development and balance after norm day)
- Calc Amount Derived allocation x %
- Adjustment Any adjustments to the allocation
- Allocation Allocation amount
- **Poverty Rate** School's poverty rate %
- Budget Item Budget Item #
- **Description** Description of Budget Item
- Commit Item Commitment Item #
- Adj Alloc Allocation after adjustment, if any
- Total Alloc Amount of total allocation
- **Reserves** Potential funding variance, if any
- Net Allocation Net allocation amount